

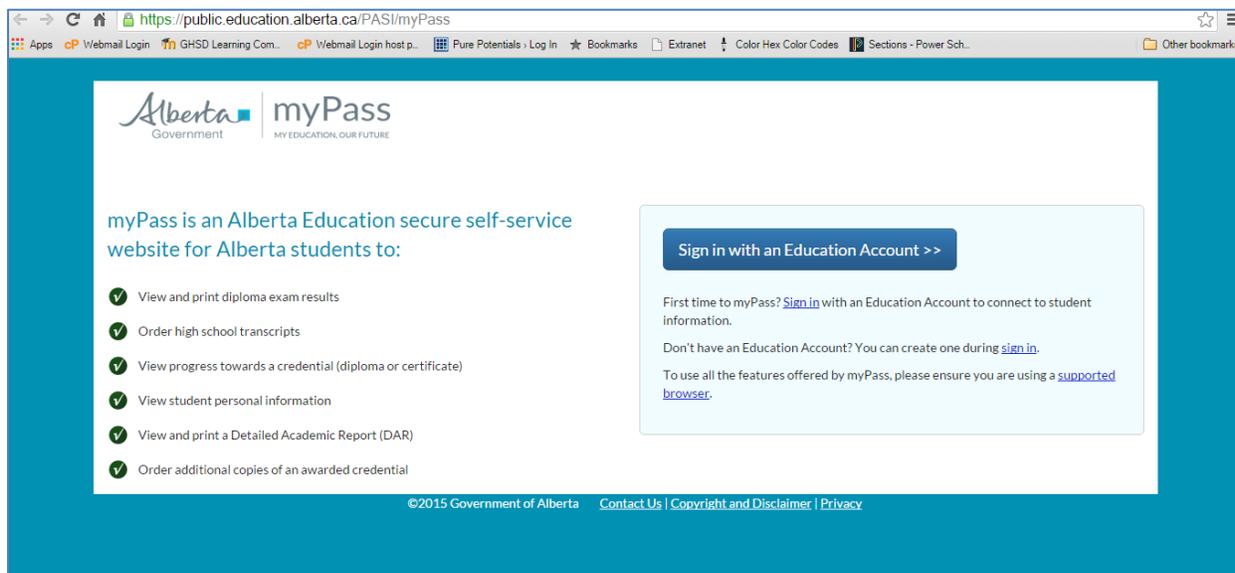
# Creating a myPass account with Alberta Education

What is myPass?

myPass is an Alberta Education secure self-service website for Alberta students to:

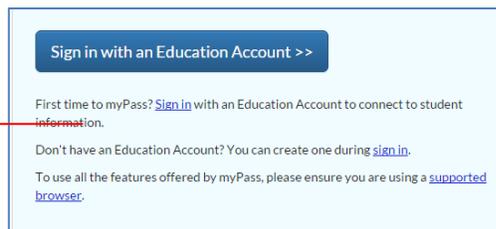
- ✓ View and print diploma exam results
- ✓ Order high school transcripts
- ✓ View progress towards a credential (diploma or certificate)
- ✓ View student personal information
- ✓ View and print a Detailed Academic Report (DAR)
- ✓ Order additional copies of an awarded credential

Go to <https://mypass.alberta.ca/> to login or to create your myPass account. You will then see this screen:

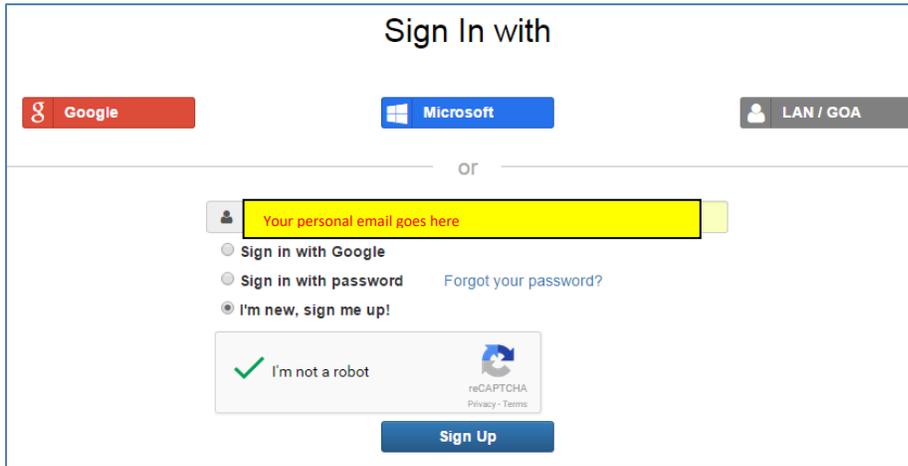


If you already have a myPass account, click on the button “Sign in with an Education Account” and follow the login process.

If you do not have a myPass account, click on “First time to myPass? Sign in with an Education Account to connect to student information.”

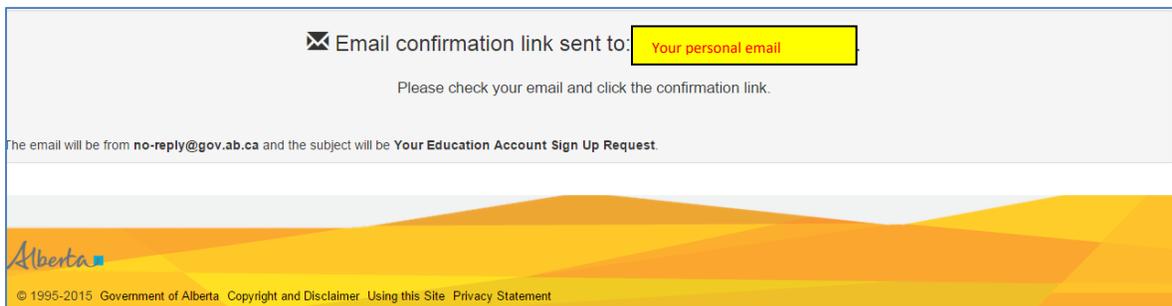


Enter your personal email address (NOT your school email address) to sign up for myPass, and then click on “I’m new, sign me up!”. Then click on the “Sign Up” button at the bottom:



The image shows a 'Sign In with' screen. At the top, there are three buttons: 'Google' (red), 'Microsoft' (blue), and 'LAN / GOA' (grey). Below these is a horizontal line with the word 'or' in the center. Underneath, there is a yellow box containing the text 'Your personal email goes here'. Below the email box are three radio button options: 'Sign in with Google', 'Sign in with password' (with a link 'Forgot your password?'), and 'I'm new, sign me up!' (which is selected). Below the radio buttons is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom center is a blue 'Sign Up' button.

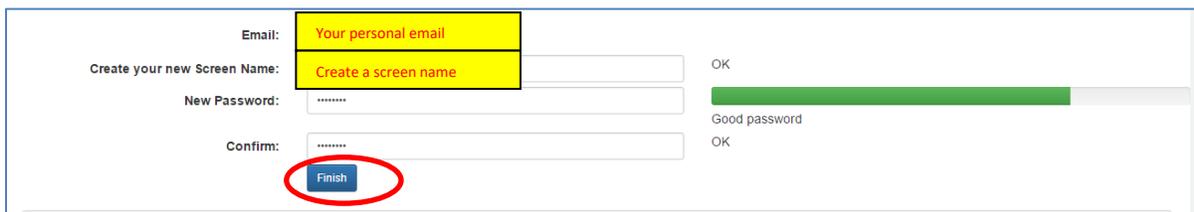
Alberta Education will then email you a confirmation link. Go to your email to find this confirmation link:



The image shows an email confirmation screen. At the top, it says '✉ Email confirmation link sent to: Your personal email'. Below this, it says 'Please check your email and click the confirmation link.' There is a small text line that reads 'The email will be from no-reply@gov.ab.ca and the subject will be Your Education Account Sign Up Request.' At the bottom, there is the Alberta logo and a footer that says '© 1995-2015 Government of Alberta Copyright and Disclaimer Using this Site Privacy Statement'.

Click on the confirmation link sent to your email.

This will then take you to a sign up page to setup your information. Once done, hit “Finish”:



The image shows a sign up page. It has several input fields: 'Email:' with 'Your personal email' entered; 'Create your new Screen Name:' with 'Create a screen name' entered; 'New Password:' with a masked password; and 'Confirm:' with a masked password. To the right of the password fields are 'OK' labels and a green progress bar. At the bottom center, there is a blue 'Finish' button circled in red.

Click on the “No Access Code?” Request button to request an access code.

I'm a student

Have an Access Code?  
Connect now! [i](#)  
[Have a 4 digit PIN instead?](#)

Alberta Student Number

Example: 1234-5678-9

Access Code

Date of Birth

YYYY/MM/DD

By clicking Connect! below, you agree to be bound by the [myPass Terms of Use Agreement](#)

Connect!

No Access Code?  
Request a Connection!

**Request**

Please note: There is a verification process that will take 1-2 weeks before you can gain access.

You will need to have your 9-digit Alberta Student Number (ASN) from your school to complete the next section. Please call or email your school if you do not have this information.

Once you have that information, enter your ASN and your Date of Birth, and click “Next”

How do I connect to my student Information?

1. Complete the following form. This is a one-time setup that verifies your identity as the student.
2. You will receive an email that contains an activation link.
3. You will receive a letter to your current mailing address that contains a PIN within 1-2 weeks. You may then click on the activation link to enter the PIN to complete the connection.

Alberta Student Number

Your 9-digit Alberta Student Number goes here

Example: 1234-5678-9

Date of Birth

Your birthdate goes here

YYYY/MM/DD

Next >

[I do not wish to complete this request at this time](#)

Click on Submit Connection Request at the bottom of the next page:

< Back

**Submit Connection Request**

[I do not wish to complete this request at this time](#)

You will then be taken to this page:

Alberta Government | myPass MY EDUCATION. OUR FUTURE

Home > Connect to Student

### Connect to Your Student Information

Gain access to your student information by completing a connection request.

Identify > Confirm > Done

#### Your Request is Being Processed

- 1. An activation email will be sent to you. Please keep this activation email.**  
You should receive this email in the next few minutes. The subject of the email is "myPass Activation - DO NOT DELETE UNTIL ACTIVATED".
- 2. A letter with a 4-digit PIN will be mailed to the student's address.**  
This will be sent using Canada Post to the mailing address that is on file for the student. It should be delivered in 5 to 10 business days.
- 3. Once you have your PIN, click on the Activate Connection link in your activation email.**  
You will be asked to log in with your Education Account and enter the 4-digit PIN from the letter.

Once you have activated your connection, you may delete your activation email.

[Return to myPass Home](#)

Please note that you will be sent an activation email. **SAVE this activation email** – do not delete it.

You will receive a letter in the mail with your 4-digit PIN.

Once you have your pin, click on the “Activate Connection” link in your email, and your myPass account will be created.